

City of Belmont

SINGLE-FAMILY RESIDENTIAL PROJECTS

Submittal Requirements

*Only **complete** Planning Applications will be scheduled for Planning Commission review. The following items must be submitted with your application:*

- ☐ Completed application form, including signature of property owner.
- ☐ Application fee. (Check payable to City of Belmont.) \$ _____
- ☐ CEQA filing fee. (Check payable to San Mateo County Clerk) \$ 25.00
- ☐ Written description of the proposed project.

- ☐ Fifteen sets of plans, folded to 9" x 12", **plus** one set of reduced (8-1/2" x 11") plans. Plans must show scale and north arrow. Minimum information includes the following:
 - ☐ Vicinity map showing the general location of the property.
 - ☐ Project data, including assessor's parcel number, zoning, lot size, average slope calculation, FAR, maximum square footage, existing square footage and proposed square footage.*
 - ☐ Dimensioned site plan showing property lines, adjacent streets, sidewalks, curbs and public rights-of-ways; easements; contours; existing and proposed structures; existing and proposed setbacks; paved areas and parking spaces; the location, size and species of existing trees that are 6" DBH or more. Indicate whether any trees will be removed.
 - ☐ Floor plans with exterior dimensions and calculations of existing and proposed square footage of each floor.* Indicate areas to be changed and/or added.
 - ☐ Elevations showing height from finished grade to uppermost portion of roof; existing and proposed colors and materials. Indicate areas to be changed and/or added.
 - ☐ Cross section with calculations for estimated cut and fill.

* Square footage is measured by *exterior* dimensions and includes garages, carports, utility rooms, storage areas, accessory buildings such as pool houses, covered decks and patios.

- ☐ Eight sets of photos of the property showing front of property, immediate project area, and adjacent structures. Photos should be mounted and labeled on 8-1/2" x 11" paper. Color copies are acceptable.

- ☐ Additional materials: *Depending on the particular circumstances of your project, you may be asked to submit the following items:*
 - ☐ Preliminary grading plan showing existing and proposed contours.
 - ☐ Geotechnical/soils report.
 - ☐ Topographical survey.
 - ☐ Property line survey.
 - ☐ Preliminary title report.
 - ☐ Color and material samples.
 - ☐ Arborist report.
 - ☐ Other _____

- ☐ Noticing materials. *The City is required to provide notice of your project to all property owners within 300 feet of your property. Please provide the following:*
- ☐ A map showing the boundaries of your property and every property located within 300 feet of each of your property lines.
 - ☐ A list of the names and addresses of the owners of the property on your map.
(A title company can provide you with a map and list.)
 - ☐ Business-size envelopes (4" x 9") stamped and addressed to each name on your list.
- ☐ Any other information such as letters, petitions or drawings that you wish to present in support of your application.

Questions? Contact the Community Development Department at (650) 595-7416.

Points to remember:

- Check with planning staff for setbacks and assistance with calculating slope and maximum square footage.
- New and remodeled garages must be a minimum of 20' x 20' interior and must be clear of obstructions such as water heaters or stairs.
- Maximum building height for homes is 28' measured as the vertical distance from finished grade at each point around the perimeter of the house to the uppermost portion of the roof for each respective cross-slope section of the house.
- Maximum height for detached garages and accessory structures is 15'.
- Allow at least 60-90 days for Design Review plus building plan check time (60-90 days) in your project schedule.